

**5 November 2002**

# **Nebraska Wing Cadet Advisory Council Bylaws**



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**Supersedes previous NEWG CAC Bylaws  
OPR: NEWG CAC**

## **Section 1. Bylaws**

- A. Bylaws may be proposed by any Council member.
- B. A two-thirds majority vote will enact or rescind Bylaws.
- C. Bylaws may be prepared and approved at the same meeting without prior notification of the Council, but Constitutional amendments may not.
- D. Any modification to the Bylaws must be submitted in writing to the Nebraska Wing Director of Cadet Programs for final approval by the Nebraska Wing Director of Cadet Programs and the Wing Commander.

## **Section 2. Election Procedure**

- A. The election of new officers, at the first meeting following National Board, will take place after old business is completed by the Council.
- B. Elections will take place in the following order: Chairperson, Vice Chairperson, and Recorder.
- C. The incumbent Chairperson will ask for nominations. Nominees have the right to accept or decline. They must briefly (in two minutes or less) explain why they desire to hold that particular office. After all nominations have been made, election for that office will be held before nominations for the next position are accepted.
- D. At the completion of all elections, there will be a recess, and the previous Executive Board will brief the newly elected on the duties and procedures of the various offices.
- E. Upon election, the new Chairperson will relinquish their previous duties on the Council. If there is then no representation from the new Chairperson's unit, the new Chairperson may proxy their voting rights to another Primary Representative, or lose the unit's voting rights for the remainder of the meeting.

## **Section 3. Proxy Voting Procedure**

- A. A proxy may be used only if both the Primary and the Alternate Representatives will be absent.
- B. To proxy, the proxy will be presented to the Chairperson, in writing, before the start of the meeting at which the proxy would be used.
- C. A proxy will be valid for one meeting only.
- D. Units may not proxy consecutive meetings.

## **Section 4. Procedures for Addressing the Council**

- A. Individuals wishing to address the Council may contact the Chairperson and request to be placed on the agenda.
- B. An individual may also obtain the sponsorship of a Primary Representative, who should then introduce a motion to let the person speak. A majority vote will pass this motion.

## **Section 5. Removal of Individuals from the Meeting**

- A. Any individual who disturbs or impedes the smooth progress of Council business may be removed from the Council meeting.
- B. If the Chairperson removes an individual's right to observe the Council, that

individual will be required to leave the area. In the case of Senior Members, the Director of Cadet Programs or the designated representative will so order and enforce the removal.

#### **Section 6. Committees**

- A. Any Council member may propose that a committee be formed.
- B. The committee is formed upon the approval of a two-thirds majority vote of the Council.
- C. The Council Chairperson will appoint the Committee Chairperson and Committee Members before the final adjournment of the meeting at which the committee was created. All appointments are subject to majority vote approval of the Council.
- D. A Committee Chairperson may recommend the appointment of any Non-Council members to the committee.
- E. The purposes and time of operation will be specified when a committee is created.
- F. Any Council member may serve on a committee.

#### **Section 7. Quarterly Divisions**

Quarterly divisions will be as follows:

- First Quarter: August to October
- Second Quarter: November to January
- Third Quarter: February to April
- Fourth Quarter: May to July

#### **Section 8. Distribution of Agenda**

The Chairperson will distribute copies of the agenda, of items to be discussed, at least one month prior to the meeting to the following personnel:

- 1 NEWG/CC
- 1 NEWG/CP
- 1 NEWG/CPS
- 1 Ea. Council Member
- 1 Ea. Cadet/Composite Squadron CC
- 1 Ea. Cadet/Composite CP

#### **Section 9. Recommendations**

The Chairperson will submit any recommendations to the Nebraska Wing Director of Cadet Programs within thirty days of their approval by the Council.

#### **Section 10. Order of Business**

- A. Chairperson calls the meeting to order.
- B. Recorder calls roll.
- C. Recorder reads the minutes from the last meeting.
  - 1. The Chairperson asks for revisions.
  - 2. A motion is needed to revise the minutes.
  - 3. All revisions are made and recorded.

- D. Reports, if any, are given.
- E. Tabled motions are reviewed.

### ***NEW BUSINESS***

- F. Issues on the agenda are processed.
  - 1. Motions are made and processed.
- OR
- 2. Motions are tabled.
- G. Set up of the next meeting date, time, and location.
- H. Adjournment.

### **Section 11. Process of Carrying a Motion**

- A. Any member of the Council may make a motion (the Chairperson may only ask for a motion). The member states, upon recognition by the Chairperson, "I move that . . ."
- B. Another member must second the motion (the Chairperson may NOT second the motion). The member states, upon recognition by the Chair, "I second the motion."
- C. The Chairperson asks for discussion on the motion.
  - 1. Discussion takes place as determined by the Chairperson
  - 2. Modification to the motion may be made following discussion. A new discussion, incorporating any changes made during the first discussion, should be introduced if substantial changes were made to the original motion. The Chairperson will determine the need for a new motion.
- D. The Chairperson asks for a vote on the motion.
  - 1. The vote will be taken as a show of hands or by a roll call.
  - 2. If any member requests a secret ballot vote, the vote will be taken in that manner.
  - 3. The vote will be tallied and the results announced by the Chairperson.
- E. Motions may be tabled. The member states, upon recognition by the Chair, "I move that the motion before the Council be tabled."
  - 1. An immediate vote is then taken on the motion to be tabled. A majority vote is required to pass it. If successful, the motion is tabled until a motion to "take from the table" is passed by a majority of the Council.
  - 2. If a motion is tabled and is not taken care of at that or the next meeting, the motion will be considered dead.

### **Section 12. Veto Procedures**

- A. The Chairperson will notify the Recorder of the resolution they are vetoing. The Recorder will note this in the minutes.
- B. The resolution will be placed on the agenda of the next meeting. No action will be taken before the meeting.
- C. At the next meeting, the resolution will be discussed and voted on again.
- D. The Chairperson may veto a resolution only once.

### **Section 13. Recorder Pro Tem**

The Recorder, when they take over for the Chairperson, will appoint another member of the Council as Recorder Pro Tem. This person will serve until the regular Recorder resumes their position.

#### **Section 14. Minute Procedures**

- A. The Recorder will type the minutes prior to distributing them.
- B. The Recorder will submit the minutes of each meeting to the Chairperson within two weeks after each Council meeting. The Chairperson will edit the minutes and show approval by signing them. The Chairperson will forward the minutes to the Nebraska Wing Director of Cadet Programs within one week of receipt from the Recorder.
- C. Any changes the Director of Cadet Programs makes will be incorporated, and the Chairmen will distribute copies of the minutes as follows:

1 NATL HQ/CP

1 NCR/CP

1 NEWG/CC

1 NEWG/CP

1 NEWG/CPS

1 File

1 Ea. Council Member

1 Ea. Cadet/Composite Squadron CC

1 Ea. Squadron CP

#### **Section 15. Removal from the Council or the Executive Board**

- A. See NEWG CAC Constitution

#### **Section 16. Amendments**

- A. See NEWG CAC Constitution
- B. A proposed Amendment to the Constitution must be submitted to the Chairperson at least five weeks before the next Council meeting. The Chairperson will include the Amendment with the agenda when it is sent out.
- C. An Amendment may be proposed during the meeting. The Amendment will be voted on at the next meeting of the Council.
- D. Any Amendment must be submitted in writing to the Nebraska Wing Director of Cadet Programs for final approval by the Nebraska Wing Director of Cadet Programs and the Wing Commander.

#### **Section 17. Constitutional Reorganization**

- A. See NEWG CAC Constitution
- B. All Amendments enacted during the year will be designated Articles and Sections and will be included in their proper places. Renumbering and reordering will be done accordingly.
- C. Spelling and grammatical errors will be corrected.
- D. Any deletions made during the year will be removed.

- E. Any changes made will be documented at the end of the document in the Revisions Section.
- F. Any Amendment must be submitted in writing to the Nebraska Wing Director of Cadet Programs for final approval by the Nebraska Wing Director of Cadet Programs and the Wing Commander.
- G. The cover page will note the ratification date and most recent revision date.
- H. Copies of the new Constitution and Bylaws will be made and distributed to the new representatives at the first quarter meeting.



STACY R HOLTHUS, Capt, CAP  
Director, Cadet Programs, NEWG

1<sup>st</sup> Ind, NEWG/CC

I approve/disapprove the above Bylaws and  
it is/is not hereby in effect as of the date  
indicated on this document.



WARDER SHIRES, Col, CAP  
Commander, NEWG